

**JEFFERSON COUNTY, TENNESSEE  
PUBLIC NOTIFICATION**



**REQUEST FOR PROPOSAL FOR QUALIFICATIONS  
CONSTRUCTION MANAGEMENT SERVICES  
E-911 FACILITY**

**RFP NUMBER: 2009-1001**  
**RFP DUE DATE: November 10, 2009**  
**RFP DUE TIME: 3:00 P.M.**  
**DELIVER TO: JEFFERSON COUNTY PURCHASING  
FINANCE DIRECTOR  
1244 GAY STREET  
DANDRIDGE, TN 37725**

**ADDITIONAL INFORMATION PERTAINING TO THIS REQUEST FOR  
PROPOSAL MAY BE OBTAINED BY CONTACTING:**

**Mr. David Longmire  
Jefferson County Facility Director**

**865-397-3800 OFFICE PHONE  
865-257-4852 CELL PHONE**

**You may download the bid documents at  
[www.jeffersoncountyttn.gov/government/finance-department/](http://www.jeffersoncountyttn.gov/government/finance-department/)**



Jefferson County  
Government

# Advertisement For Construction Management Services

Jefferson County

## Request for Proposal for Qualifications

RFP 2009-1001

### CONSTRUCTION MANAGEMENT SERVICES FOR

E-911 Facility – New Construction

Submittal Deadline Date: November 10, 2009, 3:00 p.m. local time

The Jefferson County Government is soliciting a Request for Proposal for Qualifications (RFP) to provide construction management services for a new E-911 facility.

**Background:** Jefferson County is seeking a construction manager to manage the construction process for a E-911 facility (two levels, square footage of 5,800) located at , 330 Landfill Road, Jefferson City, Tennessee 37760.

**Scope of Services:** The selected firm will work under the direction of the Jefferson County Facilities Director and the Jefferson County Mayor. The current E911 director and the building inspector will also be involved in the process. Selected firm will be responsible for the entire project, from assisting the county on selection of architectural and engineering services to final completion of the facility. Target completion date for this project is May 30<sup>th</sup>, 2010. Each proposal should describe major issues and your process solution such as:

1. Design of E911 Facility (CM will be responsible for architectural evaluation and selection in coordination with the owner).
2. Construction Documents
3. Bidding and Negotiations with Vendors and Contractors

#### 4. Construction Administration

**Evaluation Criteria:** The RFP must include and will be evaluated based on the following.

Each firm's proposal must include an index and be organized by discrete sections corresponding to the criteria and in the same order as below:

- 1) A cover letter expressing interest, addressing, at a minimum, the following:
  - a) A summary of your firm's qualifications.
  - b) Outline the size of your firm and discuss your capability to manage a project of this size and scope within the identified time frame, relative to your other workload.
  - c) Identify the office that will manage and administer this project, as well as the office that will develop the design and construction documents
- 2) Demonstrated expertise and experience in similar projects.
- 3) Project management philosophy related to project administration and its relevance to this particular project.
- 4) Knowledge of and experience with the approval and permit processes of Jefferson County and the State of Tennessee, other applicable regulatory agencies, and with the administrative review processes and requirements of public agencies.
- 5) Demonstrated expertise and experience in coordinating the construction process with the architect and engineers. Identify past experiences in which this coordination took place.
- 6) At least three project owner references for work completed by your firm. References should be selected from projects prominent in your RFP. Cited references should include project name, reference name, title, project role, and current contact telephone number. Refer to the Selection Process section of this RFP for information about how reference checks will be used in the evaluation process.
- 7) A pricing structure for services rendered.

**Submittal Deadline:** One (1) original and eight (8) exact copies of the Statement of Qualifications/Proposal containing the above-listed information must be received at the Jefferson County Purchasing Department no later than 3:00 p.m. on November 10th, 2009. Submittals sent by mail or courier shall be sent to the address below. Faxed or e-mailed submittals will not be accepted. Submittals received after the deadline will not be considered. The submittals must be in a sealed envelope and the envelope clearly marked with the Proposal title, number, and deadline date.

Jefferson County Purchasing  
PO Box 1749  
1244 Gay Street  
Dandridge, Tennessee 37725

**Selection Process:** The RFP will be reviewed by The Jefferson County selection committee. The firms with the best proposals/qualifications may be invited by letter to an interview. The firm with the best proposal/qualifications will be invited to enter into negotiations with the County. If the County and the invited firm cannot agree on terms that are fair and reasonable, the County may enter into negotiations with other firms.

The Jefferson County Government reserves the right to conduct reference checks for the highest scoring firm(s) either after proposals/qualifications have been evaluated, and/or after interviews have been held. In the event that information obtained from the reference checks reveals concerns about the firm's past performance or their ability to successfully perform the contract to be executed based on this RFP, the County may, at its sole discretion, determine that the firm is not the most qualified or has the best proposal, and may select the next highest-ranked firm whose reference checks validate the ability of the firm to successfully perform the contract to be executed based on this RFP. In conducting reference checks, the County may include itself as a reference if the firm has performed work for the County, even if the firm did not identify Jefferson County as a reference. Jefferson County reserves the right to accept or reject any or all proposals.

**Incurring Costs:** Jefferson County is not liable for any costs incurred by firms responding to this proposals.

**Proprietary/Confidential Information:** Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Tennessee Statutes.

**Questions:** All questions regarding this RFP should be addressed to David Longmire, Jefferson County Facilities Director, at (865) 397-3800 or by e-mail [dlongmire@jeffersoncountyttn.gov](mailto:dlongmire@jeffersoncountyttn.gov).